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MHQ-2112
20 October 1982

MEMORANDUM FOR: Chief, Gulf Bureau

FROM:

Chief, Executive and Planning Staff

25X1

SUBJECT:

Representational Funds

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REFERENCE:

MHQ 1193, dated 22 December 1981
Same Subject

1. Your bureau is authorized \$100 in representational funds for FY 1983 under the guidelines of MHQ-1193, paragraph 2.

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2. You may claim reimbursement up to the amount authorized above by submitting an accounting to B&F. The accounting should include a guest list as well as a breakdown of the expenses claimed and receipts.

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3. Do not exceed your representational allotment prior to advising Headquarters. This is a fixed amount per fiscal year and we can only increase one bureau by decreasing another.

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4. Regarding paragraph 3 of reference, all reimbursements from the DCI fund, even those less than \$50, must have prior approval.

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